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## MINUTES

The Town of Manteo Board of Commissioners held their September 2, 2020 on September 16, 2020 2020 at Town Hall, 407 Budleigh Street, Manteo, NC and via teleconference at 5:00 pm, The public may access the meeting by calling +1-253-215-8782, +1-301-715-8592, or +1-346-248-7799 and then entering Meeting ID of 622-572-789. Members of the public are welcome to participate in the Public Comment segment.

The following members were present:

- Mayor Bobby Owens
- Commissioner Darrell Collins
- Commissioner Eddie Mann
- Commissioner Christine Walker
- Commissioner Richie Burke
- Commissioner Betty Selby
- Commissioner Jason Borland

The following members were absent:

Also present at the meeting were: Town Manager-James Ayers; Town Attorney-Ben Gallop; Finance Officer/Assistant Town Manager-Shannon Twiddy, Becky Breiholz, Town Clerk; Carl Woody, IT; Michele Bunce, Program Manager.

Mayor Owens called the meeting to order at 5:00 p.m. and Mr. Ayers did a roll call: Mayor Owens, Commissioner Mann, Burke, Selby, and Borland all present. Commissioner Collins and Walker via teleconference.

## PRESENTATIONS

**Recognition of Employee Service-**Mr. Ayers is pleased to recognize a valued colleague tonight as we celebrate 20 years of service by Kim Espinoza. Prior to her time with the Town of Manteo, Kim was employed in the private sector, with jobs in the insurance industry and, prior to that, in homebuilding. Luckily, the Town was able to bring Kim over to the public sector where she has faithfully served the people of Manteo for two decades. I have heard from so many residents who have praised Kim's friendly yet professional approach to the job, and she is a great person to have as a co-worker and colleague as well.

**Introduction of New Employee-**Mr. Ayers stated it is my pleasure to introduce the latest hire here at the Town of Manteo. Jamie Carol McCleave Whitley started work today, and she is our new Deputy Town Clerk and Assistant to the Town Manager. Jamie is returning home to Manteo where she graduated from Manteo High School. Ms. Whitley has excellent experience in fields ranging from education to local government, including her most recent tenure as Town Clerk for the Town of Selma. Jamie earned her bachelor's degree from

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North Carolina Wesleyan with majors in political science, criminal justice, and sociology, plus she has extensive training through UNC-Chapel Hill and its School of Government.

Because Mrs. Whitley will be serving the Board of Commissioners and other boards and committees in her role as Deputy Town Clerk, she will be sworn in tonight by Town Clerk Becky Breiholz.

Town Clerk Becky Breiholz gave the Oath of Office to Deputy Town Clerk Jamie Whitley.

**Department Head Reports**-these were given to the Board and can be found on the website with the agenda.

**Report on bids received for 604 Sir Walter Raleigh Street**-Mr. Ayers reported that we have received two (2) bids. One for \$51,000 and one for \$65,000 and will be on the October 7 agenda. It was asked who the bidders were, and Mr. Ayers responded the high bidder was Frank and Susan Hiner.

**Report on Parking Space Pavement Marking Feasibility Issues**-Mr. Ayers gave a slide show presentation of feasibility issues and it is more than just painting lines. A sample of feasibility issues are timing, supply and availability, space yield, use restrictions, behavioral approaches, aesthetics, funding, and community engagement. Space Yield and influencing factors-debate between marked versus unmarked; gross versus net yield; design consideration, space size, loading zones etc. Use restrictions: restrictions on free parking, parking lot versus street parking, number of hours versus paid parking in lots, overnight only for residents by permit. Restrictions on deliveries by time and or truck size. Behavioral approaches-parking campaigns, business/employee incentives, kiss the bumper, etc. Sample project area-Downtown and Sir Walter Raleigh St. (east and west of Hwy. 64) Design and related services \$5K to 10K; striping installation \$23K-25K, line design (not full box) thermoplastic (not paint). Future Maintenance is to be determined. Community Engagement-recent public comments at Planning Board and Board of Commissioner meeting; recommend input on key action that will change the look of the Town; standalone community conversation versus comprehensive plan, funding priorities. The Board will be discussing the budget at the October meeting and if this is something the Board wants to do it can be added to that.

Mayor Owens commented that there are a lot of towns that wish they had our parking problem and does not think we need to rush into this. Commissioner Borland agrees with the Mayor and he has not seen a huge outcry one way or the other and has concerns about spending 35K of the taxpayer's money, could this be something that could be included in the comprehensive plan. Commissioner Burke would like a study done after the Town Common parking lot is completed. Commissioner Walker thinks it is best to wait to see how the Town Common is utilized, we need to have smarter parking not necessarily more

parking. Commissioner Collins likes the idea of 3-hour parking on the street, but we took that restriction off and thinks 3-hour parking on the street might solve some of the problem. Commissioner Selby thinks we should wait and see; she is not a fan on time limit parking, we want people to stay in the Town. Commissioner Mann commented that whatever we do we should consult with N.C. Department of Transportation. Consensus was to wait until after the Town Common is done. Mr. Ayers commented that we will continue the research.

**PUBLIC COMMENT**-*Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and location so that your statements can be recorded, to be recognized press \*9 and you will be recognized by the last 4 digits of your phone number.*

Tod Clissold-Compton Street and as a business owner thinks we should do a test parking project on Queen Elizabeth Street by painting lines on the street and see how it goes, if the paint last 5 years see how it works.

Malcom Fearing-Manteo and wanted to start off by recognizing Kim and she exemplifies how we are as a Town, she is the first person you come in contact and a great choice to recognize. The new website is a great improvement and he can now get the agenda. What he came for tonight was to support the Mayor's comments in the paper about housing. He has been working with staff and had great input with staff about a project he wants to develop in year-round housing and wanted the Board to know about it. We have the land; we have the desire to address year-round housing. The property is on the north side of Bowsertown Road, west of the EMT Station. We can get 16 or so units and it would be for year-round housing. To support the initiative, he would like to offer to work with the Board and staff to accomplish this. He is talking about small one- or two-bedroom rentals. As you discuss please include us as a willing partner to address this issue.

Mr. Ayers commented this will be on the October agenda for further discussion with the Board.

## OLD BUSINESS

**SUBJECT:** Annexation of Town-Owned Property at 0 Sir Walter Raleigh Street

The Town of Manteo owns the property at 0 Sir Walter Raleigh Street across from the Pea Island Cookhouse Museum. At its meeting on August 5, 2020, the Board of Commissioners adopted Resolution #2020-06 stating its intent to annex this property in accordance with the North Carolina General Statutes.

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A public hearing on this annexation was held on September 2, 2020. No comments were received during the public hearing. In accordance with North Carolina Session Law 2020-3, the Board allowed written comments on the subject of the public hearing to be submitted up to 24 hours after the public hearing. However, no written comments were received on this matter.

In order to complete the annexation process, the Board of Commissioners would need to adopt Ordinance #37 to extend the corporate limits of the Town of Manteo to include the Town-owned property located at 0 Sir Walter Raleigh Street.

The Town Manager recommends the adoption of Ordinance #37 to annex the Town-owned property at 0 Sir Walter Raleigh Street

**MOTION:** Commissioner Collins seconded by Commissioner Borland to approve Ordinance #37 to annex Town-owned property at 0 Sir Walter Raleigh Street was approved by the following roll call vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland, and Selby. Nays: None. Absent: None.

#### Mayor/Commissioners Comments

Commissioner Walker asked if the Town has been approached by any of the traditional folks that took on the Halloween festivities. Mr. Ayers commented that we have not received a request from the two churches that have done those events in the past.

Commissioner Collins wanted to know about the assessment of the Marshes Light Boardwalk. Mr. Ayers stated the bulk of the assessment was done yesterday and we should have a report by the next Board meeting. Commissioner Collins also informed the Board that the Pea Island Preservation Society received a \$14,000 grant to develop a web site program for the Dare County Schools about the history of Dare County and about the Pea Island Life Saving Station.

Commissioner Burke asked if we had a contract for Shallowbag Bay pump station design. Mr. Ayers reported yes.

Commissioner Borland appreciates the feedback on the parking. I hope we can make something work with Mr. Fearing.

Commissioner Mann would like to see the Town move forward with affordable housing, work with County and excited with Malcolm's offer.

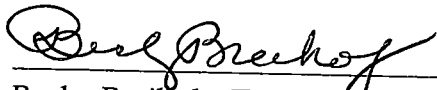
Mayor Owens noted we need to grab hold of this opportunity, financing is available, the County is still interested.

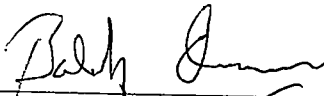
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There being no further business to come before the Board or other persons to be heard a motion by Commissioner Mann seconded by Commissioner Walker the meeting was adjourned at 6:00 pm was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Nays: None. Absent: None

This the 16<sup>th</sup> day of September 2020

ATTEST:

  
Becky Breiholz, Town Clerk

  
Bobby Owens, Mayor



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Record 09/23/2020 02:59:04 PM  
BY: TONI MIDGETT  
Cheryl L. House, Register of Deeds  
Dare County, NC  
Fee Amt: \$26.00  
NC Excise Tax: \$0.00  
Land Transfer Fee: \$0.00

BOOK 2415 PAGE 738 (3)

700084385



AN ORDINANCE #37 TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF MANTEO, NORTH CAROLINA

WHEREAS, on August 5, 2020, the Town of Manteo Board of Commissioners adopted a resolution (Resolution #2020-06) pursuant to G.S. 160A-31(g) stating its intent to annex the area described below; and

WHEREAS, a public hearing on the question of this annexation was held during a regular meeting of the Town of Manteo Board of Commissioners at Manteo Town Hall at 6:30 p.m. on September 2, 2020, after due notice; and

WHEREAS, the Town of Manteo Board of Commissioners finds that the proposed annexation and said resolution meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by The Board of Commissioners of the Town of Manteo, North Carolina that:

Section 1. By virtue of the authority granted G.S. 160A-31, the following described contiguous property owned by the Town of Manteo is hereby annexed and made part of the Town of Manteo as of September 5, 2020:

*An unimproved parcel of land, located on Roanoke Island, near the Town of Manteo having the address of 0 Sir Walter Raleigh St., being further identified on the Dare County Tax maps by PIN No. 988018304343 and shown as Parcel ID: #025502000 and being more particularly described as being all that property conveyed to the Town of Manteo via the deed recorded at Book 1953 and Page 496 of the Dare County Pubic Registry (the "Property").*

Section 2. The Town of Manteo shall cause to be recorded in the office of the Register of Deeds of Dare County, and in the Office of the Secretary of the State in Raleigh, North Carolina, an accurate map of the annexed property along with a certified copy of this ordinance. Such a map shall also be delivered to the Dare County board of Elections as required by G.S. 163-288.1.

Section 3. This annexation ordinance shall be effective immediately upon its adoption.

Return to: Town of Manteo - PO Box 246 Manteo NC 27954

Adopted this the 16<sup>th</sup> day of September, 2020

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ATTEST:

Becky Brecholz  
Town Clerk

[Signature]  
Mayor

APPROVED AS TO FORM:

[Signature]  
Town Attorney

State of North Carolina  
County of Dare

I, Shannon O. Twiddy, Notary Public in and for the County prepaid, in the State of North Carolina, do certify that Mayor Bobby Owens, Town Clerk Becky Brecholz, and Town Attorney Ben Gallop, whose names are signed to the foregoing Ordinance to Extend the Corporate Limits of the Town of Manteo, North Carolina, bearing the date of 9/16, 2020 have acknowledged the same before me this the 16<sup>th</sup> day of September, 2020.

[Signature]  
Notary Public

My Commission Expires: May 9, 2024

STATE OF NORTH CAROLINA  
DARE COUNTY

I, the undersigned, Notary Public of the County and State aforesaid, do hereby certify that Becky Brecholz, Town Clerk, personally appeared before me this day and acknowledged that she is Town Clerk of Manteo, a North Carolina municipal corporation, and that by authority duly given by the Board of Commissions of the Town of Manteo and as the act of said Town of Manteo, the foregoing instrument was signed on this day by its Mayor, sealed with the Town seal and attested by herself as its Town Clerk.

Witness my hand and notarial seal, this 16 day of September, 2020

[Signature]  
Notary Public

My commission expires May 9, 2024

\*\*\*\*\*  
The foregoing certificate(s) of \_\_\_\_\_ is certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

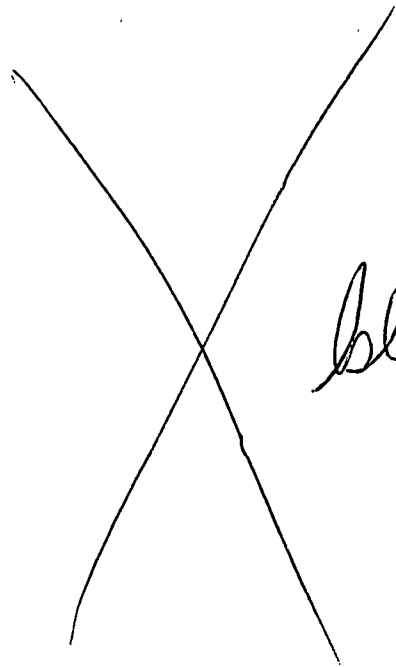
\_\_\_\_\_  
Register of Deeds for Dare County

By: \_\_\_\_\_ /Assistant Register of Deeds

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